

SPECIAL INSTRUCTIONS FOR COMPLETING PART III - PROGRAM NARRATIVE, FORM SSA-96-BK

(Cooperative Agreements for Homeless Outreach Projects and Evaluation (HOPE); Program Announcement No. SSA-OPDR-03-02)

Please use the following instructions to complete Part III, Program Narrative, of the application (Form SSA-96-BK) in lieu of the instructions provided on the form. Disregard the instructions provided on pages 3, 4 and 5 of Form SSA-96-BK.

The program narrative portion of the application (Section III of the SSA-96-BK) may not exceed 30 double-spaced typed pages (or 15 single-spaced pages) on one side of the paper only, using standard (8½" X 11") size paper, and 12-point font. The attachments to support the program narrative count towards the 30-page limit. Resumes, job descriptions and letters of cooperation/collaboration do not count in the 30-page limit.

Review of the program narrative will concentrate on the criteria listed in the Evaluation Criteria of the Program Announcement. Therefore, providing clear, well-organized (according to guidelines below) information on how the project meets the evaluation criteria for this announcement will greatly facilitate the application review process. In addition, should the proposed project be funded, the information provided in the narrative will form the basis for monitoring the cooperative agreement, evaluating progress, and planning for technical assistance.

Part III - Program Narrative, Form SSA-96-BK should be organized under the following major headings:

1. Capability
2. Project Design
3. Resources and Management

Complete each of the major sections of the program narrative according to the following guidelines:

1. Capability

These criteria will be used to assess the applicant's capability to develop and manage a project. SSA will consider the following:

- Evidence of successful previous experience related to services to individuals who experience chronic homelessness. (5 points)
- Evidence that the applicant will be able to provide or assist SSA in finding medical evidence to allow SSA to evaluate disability claims of project participants. (10 points)
- Documentation of experience of the Project Director and key staff. (5 points)

- Description of the qualifications, including relevant training and experience, of key project personnel, and the qualifications, including relevant training and experience, of project consultants or subcontractors, if built into project design. (5 points)
- In determining the quality of project personnel, the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, age, or disability. (5 points)

2. Project Design

The adequacy of project design will be judged by:

- A description of the project, including:
 - how the project will be managed;
 - the target population;
 - specific methods to be used, and
 - a description of problems that may arise and specific measures that will be taken to mitigate them (e.g., how dropouts and inadequate numbers of participants will be handled). (10 points)
- The extent to which the project design reflects careful consideration of the potential for achieving successful outcomes and for project replication. This includes evidence of:
 - an approach to potential SSDI/SSI claimants that can reasonably be expected to be successful, given the characteristics and needs of the target population;
 - measurable methods for recruiting and serving the target population;
 - service delivery to populations with special cultural or language requirements;
 - consideration of the desired outcomes identified by SSA; and
 - Accessibility of facilities and service delivery methods that eliminate or reduce barriers to participation by individuals with disabilities. (10 points)
- The extent to which goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable as indicated by a description of:
 - project goals and objectives;
 - outcome measures;
 - time frames for accomplishing project milestones; and
 - the relationship of proposed activities to the stated project goals. (5 points)
- A description of how the applicant will organize to effectively work with SSA in the new electronic disability application environment. This may include, but is not limited to:
 - completing on-line forms;
 - use of technology in outreach efforts; and

- sending electronic medical evidence (files created in an electronic format compatible with SSA systems, or scanned files). (5 points)

3. Resources and Management

Resources and management will be judged by:

- A description of how the applicant will ensure that the perspectives of homeless individuals and persons with disabilities influence the operation of the project (e.g. representation on a project or organizational advisory board) (5 points)
- Evidence that the applicant has a working knowledge of Federal, State, and local programs that serve homeless or other under-served individuals (5 points)
- Evidence of facilities, equipment, supplies, and other resources, from the applicant organization that are adequate to achieve project goals (5 points)
- Evidence that the applicant works cooperatively with other community-based service providers, as well as local and state funders/regulators (5 points)
- Evidence that the applicant directly provides, or assists clients through referral and advocacy, to obtain a wide variety of services that lead to stabilization, recovery, and full independence, including, but not limited to:
 - primary health care services;
 - substance abuse and mental health treatment;
 - referrals for housing and supports to maintain housing;
 - employment and rehabilitation services;
 - job placement;
 - benefit planning assistance and outreach;
 - translation and/or interpreter services; and
 - services to parolees and those in work-release programs, when appropriate (10 points)
- The extent to which the budget is adequate to support the proposed project (5 points)
- The extent to which the applicant has included plans for sustaining project activities after cooperative agreement funding ends (5 points).